# VIRGINIA DEPARTMENT OF SOCIAL SERVICES

#### **DIVISION OF HUMAN RESOURCES**

## 2.25 Leave - General Provisions

The Virginia Department of Social Services (DSS) uses the Commonwealth's Department of Human Resource Management (DHRM) Policy 4.30 as the <u>foundation</u> for establishing guidance relative to leave. Employees should refer to DHRM's website <u>and</u> this VDSS guidance for information about taking time off from work.

# The following link connects to DHRM Policy 4.30, Leave Policies – General Provisions:

http://www.dhrm.virginia.gov/hrpolicy/policy/pol4 30LeavePolicies.pdf

# **VDSS Guidance**

## **AUTHORITY, INTERPRETATION, AND REVISION:**

This Standard Operating Procedure (SOP) is issued by the VDSS. The VDSS Director of Human Resources (HR) or designee is responsible for the interpretation of this SOP and for its revision or rescission.

#### I. PURPOSE

To provide guidance on the procedure of requesting leaves of absence.

## II. APPLICATION

This guidance applies to employees in positions covered under the Virginia Personnel Act.

#### III. PROCEDURE

The Time, Attendance, and Leave (TAL) system is used to request leaves of absence. All approved leave must be earned and available for use.

# A. Leave Request

- 1. When requesting time off, the employee should:
  - a. Ensure the accuracy of their leave balances.
  - b. Log into TAL to submit a leave request before taking leave. If prior approval is not possible, submit the request immediately upon returning to work.

Note: For extended absences such as short term disability (STD), the supervisor may be required to submit the initial forty (40) hour waiting period request through TAL on the employee's behalf.

Following the waiting period, HR will process the time and attendance for employees on STD through TAL until the STD claim is closed.

 Record (non exempt employees) leave taken on the TAL timesheet in accordance with VDSS Guidance 4.10 Hours of Work and Operations.

## 2. Leave Approval

Within three (3) days of receiving an employee's leave request, the supervisor should approve or deny the request through TAL. Supervisors should contact their assigned TAL Administrator if assistance is needed.

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## B. Special Situations

- Inaccurate Leave Request If employees discover that they have submitted an
  inaccurate leave request, they must e-mail the supervisor/manager immediately. If
  the leave has not been approved, the supervisor must click "revision" which will notify
  employees that the leave request is open for revision.
- Insufficient Leave Balance If the employee does not have enough leave to cover the requested time off, the supervisor may not approve the leave. The leave request will be returned by the supervisor to the employee for revision.
- 3. Leave Without Pay (LWOP) If the employee's leave has begun but no leave is available for use:
  - a. The division must:
    - Immediately notify HR
    - Fax or e-mail HR a completed Personnel Transaction Form (PTF) specifying the dates and hours the employee will be off the payroll
    - Submit another PTF to return the employee back to work

## b. HR will:

• Notify Payroll when the LWOP PTF is received and again when the PTF to return the employee to work is received.

Dates specified when LWOP is entered into TAL will automatically stop all leave accruals within the affected accrual period if the information is entered during the affected period. TAL takes this action based on an approved timesheet, or on an approved leave request if the employee is not required to complete timesheets. Timely communication from supervisors and employees to their TAL Administrator will minimize cases when HR will need to make manual adjustments to leave accrual status.

#### C. Records Retention/Maintenance

TAL will maintain a record of leave requests. HR will monitor the TAL Agency Exceptions Report and notify managers of any leave that has been taken erroneously. HR will make any necessary adjustments to the employee's leave as appropriate. TAL will notify the employee and the manager.

# D. Leave Payouts

The division must:

- Complete and submit a PTF to HR as soon as the supervisor/manager is notified that the employee is leaving.
- On or before the employee's separation date, confirm with the employee that the leave balances are accurate, or determine the actual amount of leave to be paid.
- Submit the leave balances (or amount of leave to be paid) from TAL to HR within two (2) days of the employee separation.

Note: HR will verify the Division's reconciliation of the leave to be paid and provide Payroll with all appropriate paperwork.

## IV. OTHER REFERENCES

4.10 Hours of Work and Operations

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